



PLEASE CIRCULATE

FREEZE WARNING!!!!!!

At this time every year we become repetitious concerning certain precautions, but it is better to be safe than sorry. We encourage you to take precautions to lessen freeze damage. All water pipes (hot or cold) should be insulated against a freeze even if installed inside of buildings. Heat should be maintained in buildings at all times--including holidays.

- Property should be inspected immediately following freezing temperatures prior to thawing to prevent subsequent water damage from broken pipes.
- Filters should be thoroughly cleaned and/or inspected. Air-conditioning units should be protected against freeze damage.

Sprinkler systems should also be part of your cold weather preventive maintenance.

- Prior to a hard freeze, contact a sprinkler contractor that is licensed through the State Fire Marshals Office to evaluate your system for proper design and protection.
- If the automatic fire sprinkler system in your facility is removed from service because of maintenance—YOU MUST NOTIFY THIS OFFICE OF THE DATE OF SHUTDOWN AND THE DATE SERVICE IS RESUMED. A FIRE WATCH MUST BE INSTITUTED IN ANY BUILDING WHERE THE FIRE SPRINKLER SYSTEM IS COMPROMISED AND MUST REMAIN IN EFFECT UNTIL THE SYSTEM IS RESTORED.

Remember that preventive maintenance keeps damage claims at a minimum, and results in low premiums for your agency. If you have any questions please contact Bob Smith at (224) 223-6125, Dale Whittle at (334) 223-6139, or Jeff Thompson at the State Fire Marshals Office, (334) 241-4166.

Wise Words

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BLANKET FIDELITY AND DISHONESTY BOND

The State's Blanket Bond offers coverage for employee dishonesty, faithful performance for public officials, and a notary public bond.

Employee dishonesty coverage reimburses the state for money or securities lost through dishonest acts of state officers, employees or agents. The exposure to loss through employee dishonesty is significant. Coverage is provided for the dishonest taking of State funds or other intentional dishonest acts that cause financial loss. The limit is \$1,000,000 per occurrence.

Like any insurance, there are certain types of losses not covered by employee dishonesty coverage. For example:

1. Mysterious disappearances (the cause of the loss cannot be identified).
2. Accounting errors without proof of dishonesty.
3. Loss of money or property belonging to employees.
4. Losses already covered by other insurance.

The public official bond (faithful performance) provides the necessary dollar limits to meet statutory requirements for employees of the State of Alabama. This bond guarantees the performance of public officials. Public officials are responsible for a broad range of property including fees that they collect, money that they handle, and bank accounts that they oversee. They may also be held responsible for misdeeds that result in a loss of public funds by those they supervise.

The notary public bond provides the necessary dollar limits to meet statutory requirements for all notaries public of the State of Alabama. In order to renew your notary under the State's blanket bond policy, you must prepare a letter on your Department stationery with your department head's signature stating you are a State employee covered by the blanket bond policy. We have provided your agency with a sample letter.

If you have any questions about blanket bond coverage, please contact Dan Burgess, Underwriting Manager, at 334-223-6172 or dan.burgess@finance.alabama.gov.

Supervisors are the **KEY** to a Successful EAP

There are very few people in supervisory or management positions who have not had to deal with employees whose productivity or judgment has suffered as the result of personal problems. The personal problems of employees may directly or indirectly result in such unfortunate consequences to the agency as on the job accidents, impaired judgment, increased absenteeism and sick leave, poor morale, and reduced productivity. The State Employee Assistance Program (SEAP) provides help for state employees with these types of problems. Any participating state agency can call the SEAP Care Coordinator for assistance at 800-245-1150.

Supervisors have an obligation to intervene in such circumstances since an employee's personal problem may well affect the economic well being of the agency and other individuals employed by it. Intervention is critical in preventing possible further deterioration to the affected employee and in maintaining the day-to-day functioning of the agency.

No person is in a better position to observe behavioral changes that affect job performance than the supervisor. And no one else can firmly and compassionately initiate the process of intervention as effectively as the supervisor. There are two important factors the supervisor should keep in mind before doing a referral: (1) early identification and (2) documentation.

The earlier a problem can be identified, the better the chances are that it can be solved. The supervisor's concern for an employee's personal problems come into effect only if they manifest themselves, in POOR JOB PERFORMANCE. Since variations in job performance, absenteeism, tardiness, etc., are more apparent than its causes, the responsibility of the supervisor is to identify job performance problems—NOT TO DIAGNOSE PROBLEMS AS TO THEIR CAUSES. Records of job

performance problems should be kept accurately by the supervisor. Before talking with an employee, the supervisor should prepare a list identifying specific areas of job performance breakdown. This documentation will provide the basis for an effective job performance review and an EAP referral.

An employee not responding to normal supervisory coaching which ordinarily is successful in correcting job performance problems may be a very good candidate for referral to the State Employee Assistance Program (SEAP).

Points to remember:

- Be sure to always consult with your Personnel Manager or other designated agency authority according to agency policy before you initiate a referral.
- Consultation is available with the BHS Care Coordinator if you are unsure if a Supervisory Referral is appropriate. Contact BHS for more information at 800-245-1150.
- Copies of the Supervisory Referral Form are available on the DORM website at www.riskmgt.alabama.gov.
- If you need more information about the SEAP, call Sam Boswell at 334-223-6153.



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BUSINESS INCOME COVERAGE

Having to temporarily close a business damaged by a covered peril such as fire could cause considerable financial hardship for a company. Similarly, state agencies and schools may also experience a loss of income if damage occurs to certain buildings insured through the State Insurance Fund (SIF). While the SIF policy might pay to rebuild your physical property, you may need additional Business Income coverage to pay for lost income while your buildings are being restored.

How Business Income Coverage Works

Business income coverage compensates you for lost income and certain operating expenses if you are forced to vacate your business because of a loss covered by your policy. Coverage typically begins 24 to 48 hours after the loss occurs.

We will pay for the actual loss of Business Income you sustain due to the necessary "suspension" of your "operations" during the "period of restoration". The "suspension" must be caused by a direct physical loss or damage to property at the insured premises.

You will only receive payments if your property is damaged or destroyed by a covered peril such as fire, lightning or windstorm as shown in the SIF policy. Coverage against loss caused by flood is excluded.

Make sure you understand what your policy does and does not cover. Also make sure you know your policy's dollar limits. Review your policy carefully and call Dan Burgess at 334-223-6172 if you have any questions.